

**Albany County Community Juvenile Services Board  
Court Appointed Special Advocates (CASA) Subcommittee Agenda**

**Meeting Date:** April 12, 2018  
**Time:** 12:00-1:30p.m.  
**Location:** Albany Courthouse: Commissioners Room

- 1. Roll Call**
- 2. Approval of amended February 8, 2018 CASA Subcommittee Meeting**
- 3. Wyoming CASA Network First Annual Conference**
- 4. Final CASA Protocols**
- 5. Next Meeting**

**Albany County Community Juvenile Services Board  
Court Appointed Special Advocates (CASA) Subcommittee Minutes**

**Meeting Date:** February 8, 2018  
**Time:** 1:30-3:00 pm  
**Location:** Albany Courthouse: Commissioners Room

1. Roll Call: Shontay Roe, Donna Sheen, Vanessa Summerfield, Briana Montoya, Ty Peterson, Karen Lundahl, Peggy Trent, Deb Formento, Maria Consuelos, Deb Formento
2. The Subcommittee was in receipt of the January 4, 2018 CASA Subcommittee meeting minutes. Motion to approve minutes by Donna Sheen, seconded by Briana Montoya, to approve the minutes. Voted and approved by the Subcommittee.
3. The attending members of the Subcommittee were in receipt of the first draft of the CASA Volunteer Advocate protocols. The Subcommittee reviewed the first draft and provided feedback. Peggy Trent will revise the draft and it will be emailed to the subcommittee for further feedback.
4. Subcommittee holding of on meeting and will work on reviewing and providing feedback about the protocols via email. Maria will email the Subcommittee next meeting time and date.

# Voices for Wyoming's Children

Thank you for joining us for Wyoming CASA Network's first annual conference. Playing off National CASA's tagline "I am for the child," this year's theme, **Voices for Wyoming's Children**, encompasses every volunteer, staff, board member, and partner organization who help us advocate in the courts for child victims of abuse and neglect throughout the state. The conference aims at discussion of how we can, together, fight for Wyoming's children as a team.

## Thursday, May 3

9am - 5pm **STRENGTHENING FAMILIES PROTECTIVE FACTORS FRAMEWORK**  
JENNIFER DAVIS & JENNIFER CHILDS

WCN ED Jennifer Childs and Wyoming Children's Trust Fund Consultant Jennifer Davis will be presenting on ACEs, brain architecture, and Protective Factors. Jennifer Davis provides trainings across the state related to child development (typical and atypical), safe sleep, Ages and Stages (ASQ-3 and ASQ-SE) developmental screening tools, and Healthy Moms, Happy Babies (a domestic violence curriculum for home visitors). Jennifer is also an adjunct professor for Human Anatomy and Physiology, as well as Medical Ethics at Laramie County Community College. The film Resilience will be screened over a (provided) working lunch.

*Geared toward board members and Executive Directors*

## Friday, May 4

9am - 10am **PROGRAM EXPANSION, GROWTH, AND IMPLEMENTATION**  
JENNIFER CHILDS, WYOMING CASA NETWORK EXECUTIVE DIRECTOR

Jennifer Childs began her work in 1996 providing services to at-risk youth, at Saint Joseph's Children's Home in Torrington, WY. Since then, Jennifer has served in a variety of positions in the child welfare field, including program growth and development. In this session, we'll be looking at the recently adopted state standard for local programs expansion, ways to maximize media outreach to gain additional community support, and ideas on how to grow current volunteer bases to meet the needs of the child victims in your community.

*Geared toward board members and Executive Directors*

**THE NEW LATINO MOVEMENT IN WYOMING**  
JUNTOS

Latinos and immigrants are a vital part of Wyoming that have been oppressed and unheard for far too long. We seek to alleviate fear in the community and create positive change by building bridges, strengthening community relationships, and fighting injustices. In this session, we will talk about our experiences working with immigrants in Wyoming, explaining how we are organizing to fight the possible private immigration prison in Uinta County. We will also discuss how Juntos has grown to become the leader of a new Latino movement in Wyoming, working to give Latinos and immigrants a voice in Wyoming immigrant families have not had.

**THE LGBTQ+ COMMUNITY AND CHILD VICTIMS OF ABUSE**  
WYOMING EQUALITY

Wyoming Equality strives to achieve equity for all lesbian, gay, bisexual, transgender, two-spirit, and queer Wyomingites by building broad and inclusive communities, shifting the hearts and minds of our neighbors, and achieving policy victories. This presentation will focus on the intersection of the LGBTQ+ community and children who are victims of abuse and neglect.

# Voices for Wyoming's Children

10am - 11am **TEAM BUILDING**

11am - 1pm **LUNCH, ROUND TABLES, PHOTO SHOOT**

1pm - 3pm **THE CHILD WELFARE RESPONSE TO CHILDREN WHO SUFFER EXTREME TRAUMA, ABUSE, AND NEGLECT AT THE HANDS OF PARENTAL SUBSTANCE ABUSERS**  
DR. MARTY NELSON, SOCIAL SERVICES DIVISION, POLICY AND PROGRAMS, DFS

The number of children coming into the care of Wyoming Department of Family Services (DFS), who's history includes familial abuse of hard substances, is increasing steadily. These children have been exposed to severe forms of trauma and abuse for long periods of time. This combination of parental substance abuse and chronic, severe suffering have led to these children exhibiting extreme psychiatric disorders that are refractory to conventional treatment methods. Dr. Nelson has been in the clinical practice of psychology, psychotherapy, diagnostics, forensics, and teaching for more than 20 years. In this session, he will discuss how the child welfare system has been unprepared and unfunded for the numbers and severity of these children's symptoms and trauma, and the magnitude of difficulties with family reunification.

## **QPR SUICIDE PREVENTION TRAINING**

CARLOS AND LYNETTE SAUCEDO

Lynette has worked in the field of Education for 32 years and the field of Prevention for 18 years. Carlos is a Residential Supervisor at St. Joseph's Children's Home, where he has worked for 27 years. Together, they have been Suicide Prevention and Post-vention Trainers in various models since 2010 and 2012. Join Carlos and Lynette in this suicide prevention training and learn to Question, Persuade, and Refer. Trainees will learn how to recognize the warning signs of suicide, how to offer hope and how to get help and save a life.

## **SELF-CARE IN VOLUNTEER MANAGEMENT**

SERVE WYOMING

ServeWyoming is the Governor's Commission for Service and Volunteerism, and also our statewide volunteer call center. Shonya Neuman is a staff member at ServeWyoming, and is also interning at Self-Help Center while working towards her Master's Degree in Counselor Education. This workshop will focus on the value of volunteers and ways they and volunteer management can stay fresh and focused throughout the volunteer's time of service, with the understanding of and use of self-care.

*Geared toward volunteers and staff who oversee volunteers*

## *Sponsors*



## ALBANY COUNTY CASA VOLUNTEER ADVOCATES PROTOCOL

### *MISSION AND VISION*

Albany County CASA Volunteer Advocates are appointed by the Court to help ensure that every abused and neglected children in the juvenile court system have a voice in the court system and that children receive appropriate services and treatment by independently monitoring a child's situation, identifying community resources, and participating in the court process to provide fact-based recommendations to the Juvenile Court about custody, placement, visitation, and services.

### *ROLE & RESPONSIBILITIES OF PARTIES INVOLVED IN ABUSE/NEGLECT JUVENILE COURT CASES*

- I. **CASA Volunteer Advocate.** A CASA Advocate is a trained community volunteer, appointed by a judge, to voice children's wishes in cases that come before the court.
- II. **Department of Family Service Caseworker (DFS).** DFS' priority is the family as a whole.
- III. **Guardians Ad Litem (GAL).** A GAL represents the minor child and will voice the child's best interest. The GAL investigate the allegations underlying the case, meet with the child and others pertinent to the case, and actively communicate with professions involved.
- IV. **Deputy Prosecuting Attorney.** The Deputy Prosecuting Attorney represents the State of Wyoming and will make sure that the team is complying with court orders and Federal and State law.
- V. **Foster Parents.** Foster parents provide protection and nurturing to children, meet children's developmental needs and address developmental delays (health/mental health, social skills, cognitive/academic support, cultural identity, gender identity, discipline, etc.), support relationships between children and their families, and connect children to safe, nurturing relationships intended to last a lifetime (permanency).
- VI. **Parents & Parent's Attorney.** Parents are responsible for parenting children and their attorney assuring the parents' rights are being upheld.
- VII. **School Representatives.** The role of the educational representative is to ensure the educational needs/concerns of the child are being met and to coordinate educational services and transitions.
- VIII. **Mental Health Provider.** The role of the mental health provider is to identify psychological and systemic concerns identified through assessments, and family interview and provides appropriate treatment modalities, individualized client needs and further testing if appropriate.

## INVOLVEMENT OF CASA VOLUNTEER ADVOCATES

- I. Location of Office.** CASA Volunteer Advocates may utilize offices located at Family Tree Services or Albany County Victim Witness to meet with children and families. The main headquarters of CASA Volunteer Advocates is located in Cheyenne, Wyoming.
- II. CASA Training.** Each volunteer shall complete 30 hours of training and pass a background check which includes a check of criminal history and the registry of Department of Family Services. The volunteer training curriculum consists of the following court process unique to Albany County; psychology and stages of children; and family types and Individual Education Program (IEP). CASA Volunteer Advocates are required to have 12 hours of continued education.
- III. Referral of Cases.** A CASA Volunteer Advocate would be assigned all abuse and neglect cases. Each family would be assigned a CASA Volunteer Advocate. If the family consists of more than 4 or 5 children or children are placed in different locations, more than one CASA Volunteer Advocates would be assigned. If a family or child(ren) are placed outside of Albany County, the CASA would be removed from the case. The Court will appoint CASA to an abuse or neglect case at the shelter care hearing. CASA will not attend the shelter care hearing until a CASA Volunteer Advocate(s) is assigned.
- IV. Information Sharing.** CASA Volunteer Advocates will be provided access to the same information that GAL and attorneys receive.
- V. CASA Reports.** CASA Volunteer Advocates will complete quarterly report and provide a verbal report at multidisciplinary team (MDT).
- VI. Case and Safety Plans.** All MDT members including CASA Volunteer Advocates would be involved in the development of case plans and sign off on the plans.

## COMMUNICATIONS

**I. Written Reports & Court Documents.** All written reports, case plans or court documents shall be filed by the deputy prosecuting attorney and a copy shall be forwarded to all MDT members via email transmission.

**II. Updates on Juvenile & Family.** DFS shall update parent attorneys, GAL and Deputy Prosecuting Attorney of all information effecting the minor child(ren) placement, case plan, safety, well-being or permanency. The Deputy Prosecuting Attorney shall update GAL, DFS and parent attorneys on any legal issues regarding the case. The Deputy Prosecuting Attorney shall also be responsible for notifying foster parents, CASA and school officials of any relevant information.

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## MULTIDISCIPLINARY TEAM MEETINGS

**I. Scheduling.** MDT meetings will be scheduled on Tuesday mornings. The Court will set MDT meetings in Court orders. However, there are circumstances where appointed team members are unable to present. Therefore, MDT meetings may be scheduled to another day as agreed by DFS, Deputy Prosecuting Attorney, parent's attorney and GAL.

**II. Members of Team.** The MDT members shall include all members appointed by the District Court Juvenile Court Judge including but not limited to. DFS, GAL, CASA, foster parent, Deputy Prosecuting Attorney, school liaison, parent's attorney, counselors. If it is determined that a member is needed, the Deputy Prosecuting Attorney shall motion the Court for that member to be included.

**III. Structure of Meeting.** Each MDT meeting will have a set agenda. The agenda will address the following items: permanency, safety and well-being of the minor child. The agenda shall also list who is a voting team member. The Facilitator of the MDT meeting shall distribute an agenda for MDT meeting at least 7 working days prior to MDT meeting based on topics for discussion provided by DFS caseworker. Any team member may add a topic for discussion under each agenda item prior to 3 working days prior to the MDT meeting. The facilitator of the MDT meeting will progress through each topic under each agenda item providing ample amount of time for each team member to address their concerns or make a recommendation. If a team member cannot attend, the team member should provide a written report addressing agenda topics and any recommendations they may have. Prior to MDT meeting DFS will provide all team members a copy of DFS report, most recent case plan along with updated mental or substance abuse report. DFS will forward all written reports to team members at least 3 working days. DFS reading the report will not be part of the agenda. If a team member cannot be present for the MDT meeting, they shall submit a written report to the facilitator prior to the meeting and each team member shall be provided a copy. Initial MDT meeting shall not exceed more than 60 minutes and review MDT meetings shall not exceed 45 minutes. Should the team not get through the agenda in the allotted time, the MDT meeting will be terminated and rescheduled to continue the agenda. The next MDT meeting shall be set at the conclusion of the meeting. Team members may appear by telephone. In cases where there high conflict, DFS may bring in a neutral third-party to assist in facilitating MDT but will need to be appointed by Court.

**IV. Minutes of Meeting.** The minutes of the meetings should not be verbatim and shall not include statements attributed to team members. The minutes shall follow the format of the agenda and its topics for discussion. Additionally, the minutes should reflect the recommendations of the members including all minority recommendations. The recommendations should reflect which members support the majority recommendations and which members have dissenting view, if any. The minutes shall be provided to the court 5 days prior to court hearing.